Facility Request Procedures

- **Request for a facility outside of school hours:**
  - Check full event calendar for availability of facility desired
  - Email Jen Neuenschwander to confirm availability
  - Fill out Facility Request Form, submit it to Jen, and wait for approval
  - Clarify audio/visual needs and set these up at least two weeks prior with Allison Evans, the Auditorium Director

- **Request for a facility during school hours:**
  - Check full event calendar for availability of facility desired
  - Email Jen Neuenschwander a week before the event takes place to confirm availability and to reserve the location and time
  - Email Allison Evans a week before the event takes place for any audio/visual needs if the meeting takes place in the auditorium
SOUTH ADAMS SCHOOL DISTRICT
Application for Use of School Facilities/Equipment
(revised May 10, 2016; Policy 7510)

1. Name of Group or Organization ___________________________________________ Today’s Date___________

2. Name of Person Representing Group or Organization __________________________
Address ___________________________________ Home Phone ____________ Cell Phone_____________
Email ___________________________________________________________________________________

3. Describe planned use for the facilities: _______________________________________  
   Admission Charged?    Yes          No

4. Date(s) Desired______________________________   Time:  From ______________
   To ______________
   Day(s) of the Week __________________________  **School board approval required for Sundays, holidays, and/or frequent usage.

5. Anticipated size of group __________
   For groups in excess of 150 people, the facility fee will be 150% of the below fees.

6. Facilities Desired (write set-up information/requests within the chart below):
   *Custodial hourly fee of $25 per hour if facility usage is not during regular working hours.*

<table>
<thead>
<tr>
<th>Groups</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Groups</strong></td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
</tr>
<tr>
<td>SA sponsored organizations (Clubs, Athletic Teams, Music Groups, Music/Athletic Boosters, PTO Alumni Groups, Campus Life, Voting, Off season activities run by SA coaches, non-school sponsored athletic teams out of season approved by AD, Scouts, 4-H, Group A is exempt from frequent use restriction.</td>
<td>Non-Profit Groups, Civic Groups, Service Organizations, Gov. Functions (eg. Rotary), Churches for special meetings, Church Leagues, local private schools, AAU/Club ball run by non-SA coaches involving students outside the corporation or combination of S.A. students and outside students and AD/coach approved, Businesses, Private Groups or Individuals</td>
<td></td>
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<tr>
<td>1. Classrooms</td>
<td>No Charge</td>
<td>$20 first hour $10 each additional hour</td>
</tr>
<tr>
<td>2. HS Library &amp; Surrounding Classrooms</td>
<td>No Charge</td>
<td>$60 first hour $30 each additional hour</td>
</tr>
<tr>
<td>3. Elementary Gym Middle School Gym HS Gym</td>
<td>No Charge</td>
<td>$50 first hour $25 each additional hour</td>
</tr>
<tr>
<td>4. Auditorium (PA &amp; lighting systems use subject to Auditorium Director’s approval)</td>
<td>No Charge</td>
<td>$70 first hour $35 each additional hour</td>
</tr>
<tr>
<td>5. Pool</td>
<td>No Charge</td>
<td>$75 for maximum of 2 hours Baptisms - $35</td>
</tr>
<tr>
<td>Certified Life Guards are required at renter’s expense. Renter is responsible to provide copies of life guards’ licenses to AD office.</td>
<td>Life Guard Requirements 1-20 swimmers - 1 guard 21-60 - 2 guards 61-99 - 3 guards</td>
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</tr>
<tr>
<td>6. Cafeteria</td>
<td>No Charge</td>
<td>$50 first hour $25 each additional hour</td>
</tr>
<tr>
<td>With Kitchen Use</td>
<td>No Charge</td>
<td>Change tables and chairs – additional $45 per event</td>
</tr>
<tr>
<td>7. Cafeteria</td>
<td>No Charge</td>
<td>As above plus $25 per hour for each cafeteria employee</td>
</tr>
<tr>
<td>8. Commons</td>
<td>No Charge</td>
<td>$50 first hour $25 each additional hour</td>
</tr>
</tbody>
</table>
In submitting this application, the Group or Organization submitting this application ("Applicant") agrees to abide by the rules and regulations as issued by the South Adams Schools for the care of the School facilities; agrees to accept full responsibility for damage done to School property by those in attendance during Applicant’s use of the School facilities; and agrees to promptly reimburse South Adams Schools for any necessary repairs upon receipt of an invoice reflecting the costs of such repairs. The Applicant hereby releases and holds harmless South Adams Schools from and against any and all claims for personal injury or property damage arising from or related to the use of School facilities and assumes all risk thereof. The Applicant further agrees to defend and indemnify South Adams Schools against claims for personal injury or property damage arising from the rental of School facilities. The Applicant’s Release, Indemnification, and Assumption of Risk as set forth herein shall be considered contractual in nature, shall survive the term of this contract, and shall be binding upon the Applicant and those attending the Applicant’s activity in School facilities.

Signature of Individual Representing Organization __________________________ Date __________________________

*** A Certificate of Insurance, which lists South Adams Schools as an additional insured, with a minimum coverage of $1,000,000 bodily injury and property damage must be attached to this form. This is required of any organization that is not covered by the school’s liability insurance.

Please send facility payments to: South Adams Schools Administration Office
Attention: Annette Schwartz
1075 Starfire Way
Berne, IN 46711
260-589-3133

Make checks payable to: SOUTH ADAMS SCHOOLS.

To Be Completed By School Personnel:

__________ Date, Time, and Facility Available and Approved by Athletic Department’s Secretary

__________ Request Approved

__________ Request Denied

__________ No Rental Charges

__________ Rental Charges

Fees charged:

Facilities $__________
Large Group $__________
PA System $__________
Custodial $__________
Cooks $__________
Other $__________
Total $__________
The organization should contact this school employee as a primary contact person for questions and set-up.

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Copies To: __________________________

______________________________
Signature of Superintendent/Designee Date

______________________________
School Board Approval for Sunday, holidays, and/or frequent usage Date